



United States District Court
District of Maine

ECF REGISTRATION FORM FOR PRO SE FILERS

Purpose:

Use this form to register for transmission and electronic notification using the Electronic Case Files (ECF) System. Registered users will have permission to receive electronic notification of documents submitted electronically.

Questions? Visit our website at www.med.uscourts.gov

Instructions:

You cannot submit this form electronically. Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. The Clerk's Office will notify you by e-mail upon successful registration. All information is required, including your original signature.

Name:

(First, Middle Initial, Last)

Telephone:

E-mail address:

Address:

Place of Birth:

(For security and confirmation purposes)

By submitting this registration form, the undersigned agrees to the following:

1. I agree that entering /s/ and my typed name (ex. /s/ John Doe) on all documents filed with the Court will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure.
2. In accordance with the provisions of F.R.Civ.P.5(b)(2)(E), I agree that I will receive service by electronic means.
3. I agree to waive the provisions of F.R.Civ.P.77(d) and F.R.Crim.P.49(c) providing for service of notice of the entry of an order or judgment by mail. I consent to notification of such service by electronic means.
4. I agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.
5. I agree to abide by the Instructions for Non-Prisoner, Pro Se Litigants Registered with CM/ECF included herein.
6. I understand that my failure to abide with the rules of this Court could result in forfeiture of my access to the Court's electronic in box and electronic notification via CM/ECF.

Signature:

Date:

Return this form to:

Christa K. Berry,
Clerk, U.S. District Court
Attn: ECF Registrations
156 Federal St.
Portland, ME 04101

COURT USE ONLY:

Processed by	
Test Message Sent	
Confirmation Message Sent	
Registration E-mail Sent	
Date scanned	

You will receive confirmation of your ECF Registration by e-mail.

Instructions for Non-Prisoner, Pro Se Litigants Registered with CM/ECF

Transmitting Documents for Filing in a Civil Action

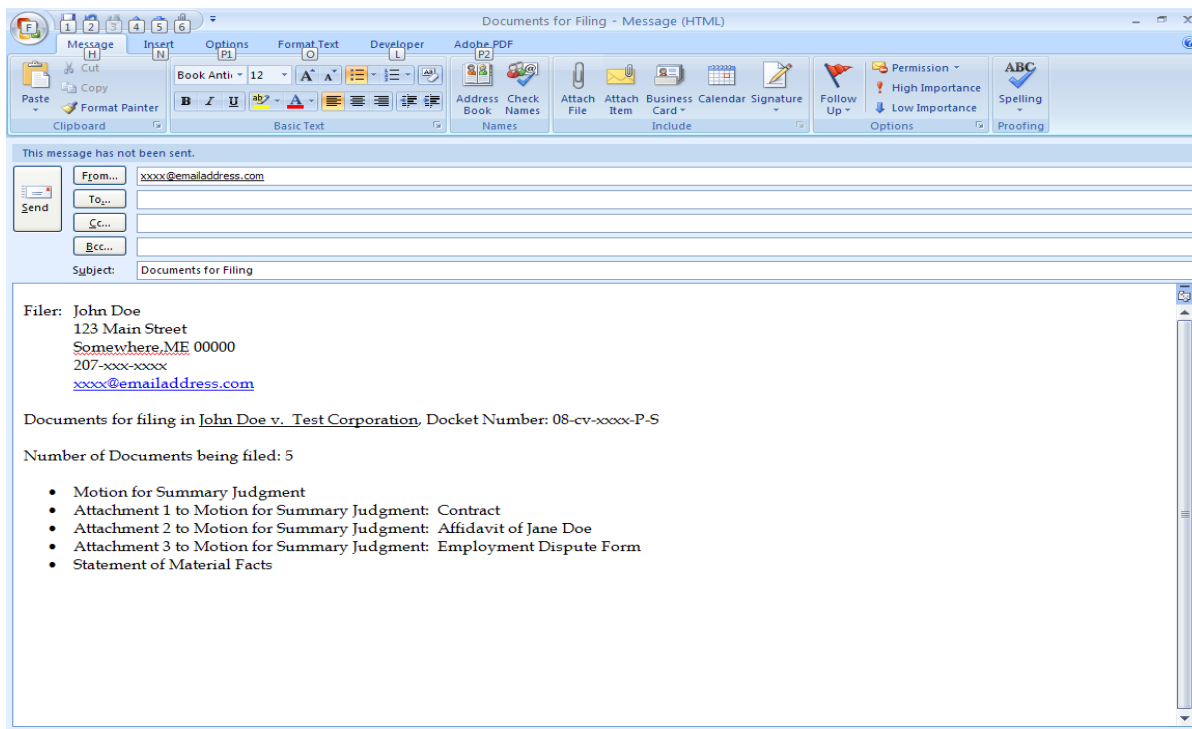
Documents shall be filed by e-mail in PDF so that the documents can be added to the Court's Electronic Case Filing System (ECF) by the Clerk's Office. No individual PDF document shall exceed 20 MB in size. In the event that the number of email attachments exceeds 20 MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

The body of the e-mail must contain:

- The name of the filer;
- The address, e-mail address and telephone number of the registered pro se filer;
- The number of documents attached to the e-mail;
- The type of documents being filed including a brief description of documents attached;
- The title and docket number of the case.

Important: The body of the e-mail must not contain any other information. Only the documents attached to the e-mail will constitute your filing(s).

Example:



E-mail for Bangor cases shall be sent to newcases.bangor@med.uscourts.gov
E-mail for Portland cases shall be sent to newcases.portland@med.uscourts.gov

Important: Registered pro se filers will receive electronic notification (NEFs) from the CM/ECF System in cases to which they are a party.

Failure to abide with the rules of this Court and procedures for electronic case filing could result in forfeiture of your access to the Court's electronic in box and electronic notification via CM/ECF.

The Court's Help Desk is available Monday through Friday, if you need assistance.

- **Help Desk: Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)**
- **Help Desk: Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)**
- **E-mail -- ecfhelp@med.uscourts.gov**